

## DEPARTMENT OF SOCIAL WELFARE

744 P STREET  
SACRAMENTO 95814



January 22, 1974

ALL-COUNTY LETTER NO. 74-17

TO: ALL COUNTY WELFARE DIRECTORS

WR 7 IMPLEMENTATION GUIDELINES

It is the intent of the Department of Social Welfare to provide reasonable flexibility to county welfare departments in implementing the Monthly AFDC Eligibility and Income Report (WR 7) system. This flexibility is intended to preclude inappropriate adverse actions against recipients who, because of circumstances beyond their control, are unable to meet the reporting requirements of the WR 7 system.

Therefore the following guidelines amplify EAS Section 40-101.14 which reads:

"Aid shall not be discontinued due solely to circumstances beyond the control of the recipient which prevent the return of the WR 2 or WR 7 eligibility redetermination forms"

County welfare departments will not terminate aid payments to recipients where the recipient reporting requirements of the WR 7 system have not been met as a result of:

1. Failure of the administrative system to provide the recipient with the required WR 7 form or with the information that completion or return of the form is a requirement for assistance.
2. Failure of the postal system as confirmed by the U.S. Postal Service to deliver the required WR 7 forms in a timely manner.
3. Physical or mental illness or incapacity of the recipient which precludes his completion or return of the completed WR 7 form in a timely manner.
4. Functional illiteracy of the recipient which, in conjunction with other social or language barriers, precludes the recipient's understanding of the WR 7 reporting requirements.

Counties should recognize the regulation precludes termination in other unusual circumstances in which the county determines that failure to report was beyond the control of the recipient.

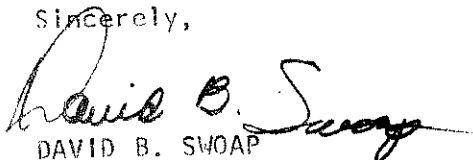
In each instance of failure to meet reporting requirements where no adverse action is taken against the recipient, the circumstances precluding termination of aid shall be documented in his case record. During the initial statewide implementation period (January, February, 1974) county welfare departments are expected to make reasonable efforts to contact each non-responding recipient to ensure he understands the consequences of failing to respond or of responding inaccurately. All contacts or attempted contacts are to be documented in the case folder and include the facts leading to the conclusion of the recipient's falling under the provisions of Items 1 through 4 immediately above.

All new applicants are to be carefully instructed about the WR 7 system.

Questions regarding this letter may be directed to the Program Operations Bureau (916-445-4458).

I want to personally congratulate you on the degree of success we have experienced to date in statewide implementation of this important new system. I am sure that with your continued cooperation we will soon realize the full benefits of our mutual efforts.

Sincerely,

  
DAVID B. SWOAP  
Director of Social Welfare